

**CITY TREASURER  
CONFLICT OF INTEREST CODE**

**APPENDIX A  
DESIGNATED POSITIONS, DUTIES, AND CATEGORIES**

<b><u>Position</u></b>	<b><u>Duties</u></b>	<b><u>Category</u></b>
<b>CITY TREASURER OPERATIONS</b>		
Treasurer	Receive, disperse, have custody of, invest and account for all City monies; administer tax Ordinances; assist in management of retirement and other trust funds; collect amounts owed to the City.	Files Form 700 (Statutory Requirement - Gov't Code Sec. 87200)
Treasurer Operations Deputy Director	Assist City Treasurer in receiving, disbursing and accounting for all City monies; administration of tax ordinances and management of trust funds.	Files Form 700
Chief Investment Officer	Invests the operating and capital improvement funds of the City and its agencies in marketable securities; selects vendors, corporations or financial institutions that provide services to the City for banking, cash management, financial and technology services or products.	Files Form 700
Investment Officer	Invest City's pooled investments; analyze City's daily cash position and forecast cashflow requirements. Administer City's banking contracts.	Files Form 700
Info Systems Analyst IV	Supervises the work of departmental information technology staff. Performs Project Management responsibilities in accordance with the City's Project Management Office guidelines to procure and/or develop and implement information systems.	1
Info Systems Analyst III	Performs Systems administrator functions for departmental systems. Performs Project Management responsibilities in accordance with the City's Project Management Office guidelines to procure and/or develop and implement information systems.	2

Info Systems Analyst II	Under direction, coordinates the development, testing, implementation and modification of department information systems in accordance with the City's Project Management Office guidelines. Performs system Administrator function for departmental systems.	2
Accountant IV	Supervises the work of professional Accountants performing accounting, reconciliation and banking services functions; maintains automated financial information systems and develops cash control and related procedures.	2
Accountant III	Direct accounting units; develop and maintain cash control and related procedures.	2
Accountant II	Under direction, to perform accounting work of a highly complex or sensitive nature, and to assist in training.	2
Accountant I	Under general supervision, to perform professional accountant work in maintaining a complex set of financial records.	2
Collections Program Manager	Administer the collection of delinquent accounts; supervise Small Claims Court actions.	2
Business Tax Program Manager	Directs business tax program including business and rental unit tax collection.	2
Senior Management Analyst	Under direction, to perform the difficult and responsible budgetary, fiscal, organizational and project management functions; makes complex City-wide revenue analyses and forecasts; reviews consultants' financing plans and debt structurings for feasibility.	2
Assoc. Management Analyst	At the journey-level, to perform difficult and complex budgetary, fiscal, organizational and administrative studies and assignments.	2

## FINANCING SERVICES

Financing Services Manager	Manages a wide range of activities covering economic research, credit and financial analysis, structuring and executing of financing plans for bond financed projects, and conducting economic development/redevelopment funding analyses. Acts on behalf of the City Treasurer in his/her absence.	Files Form 700
Special Districts Program Manager	Manages a wide range of activities covering economic research, credit and financial analysis, structuring and executing of financing plans for bond financed projects, and conducting economic development/redevelopment funding analyses.	1
Administration Program Manager	Manages a wide range of activities covering information technology and personnel, economic research, discipline training, special research, budget preparation and general fiscal and economic analyses.	1
Utilities Finance Administrator	Plan and/or coordinate all activities attendant to the issuance of debt, analysis of revenue and expense data and continuing disclosure requirements for the water and sewer enterprise funds.	2
Supervising Economist	Plans, assigns and supervises the work of a professional staff; prepares financial plans and coordinates debt structurings; oversees bond issuance process; oversees monitoring of consultant services and costs; identifies project issues, provides recommendations, and obtains policy direction from the Manager and the City Council	2
Economist	Assists in developing and implementing financing plans and bond issuance process. Develops appropriate quantitative models for analyses and forecasts; forecasts and monitors revenue sources; reviews consultants' work for accuracy, feasibility and reasonableness.	2
Associate Economist	Conducts journey-level analyses in connection with financing plans and bond issuances; provides staff support on financings including monitoring consultant contracts, coordinating meetings, and reviewing bond documents; develops quantitative models to measure and	2

forecast revenues; assists in projecting the interrelationship of economic conditions and the City's financial condition; conducts a variety of journey-level analyses.

Supervising Management Analyst	Plans, assigns and supervises the work of a professional staff; reviews findings and recommendations; confers with supervisors, departmental officials, and consultants in the solution of administrative, fiscal and organizational problems.	2
Senior Management Analyst	Conducts a variety of difficult and complex budgetary, fiscal, organizational and administrative studies and assignments; makes complex City-wide revenue analyses and forecasts; reviews consultants' financing plans and debt structurings for feasibility.	2
Associate Management Analyst	Conducts journey-level analyses in connection with financing plans and bond issuances; provides staff support on financings including monitoring consultant contracts, coordinating meetings, and reviewing bond documents; develops quantitative models to measure and forecast revenues; assists in projecting the interrelationship of economic conditions and the City's financial condition; conducts a variety of journey-level analyses.	2

#### CONSULTANTS

Refer to the Disclosure Category section (Exhibit B) for Consultants

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**APPENDIX B  
DISCLOSURE CATEGORIES**

- Category 1**     Investments and business positions in any business entity located in or doing business with the City.
- Income and gifts from sources located in or doing business with the City.
- Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.
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- Category 2**     Investments and business positions in a firm or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.
- Income and gifts from any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.
- Interests in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.
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- Category 3**     Consultants:
- Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation:
- The City Treasurer may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Treasurer's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.